



OUTPATIENT PROFESSIONAL SERVICES AGREEMENT

This document contains important information about the professional services at Regroup Counseling and Consulting P.S.C (RCC) and business policies. Please read carefully and write down any questions you might have so that we can discuss them at our next meeting.

MENTAL HEALTH SERVICES

Psychotherapy is not easily described in general terms. It varies depending on the personalities of the therapist and client and the particular problems you bring forward. There are many different methods I may use to deal with the problems that you hope to address. Psychotherapy is not like a medical doctor visit. Instead, it calls for a very active effort on your part. In order for the therapy to be most successful, you will have to work on things we talk about both during our sessions and at home. Psychotherapy can have benefits and risks. There are no guarantees of what you will experience. Our first few sessions will involve an evaluation of your needs. By the end of the evaluation, I will be able to offer you some first impressions of what our work may include and a treatment plan to follow, if you decide to continue with therapy. You should evaluate this information along with your opinions of whether you feel comfortable working with me. Therapy involves a large commitment of time, money, and energy, so you should be very careful about the therapist you select. If you have questions about my procedures, we should discuss them whenever they arise. If your doubts persist, I will be happy to help you set up another meeting with another mental health professional.

PROFESSIONAL FEE DISCLOSURE

Professional Fees

RCC charges fees based on 30-55 minute appointments. We will break down the cost based on time spent in session. Out-of-pocket service costs typically range from \$120.00 to \$220.00. Examples of other services which may require payment are listed in the “Additional Service Charges” portion of this document. If you become involved in legal proceedings that require my participation, you will be expected to pay for my professional time, even if I am called to testify by another party. Because of the difficulty of legal involvement, RCC charges \$250.00 per hour fee for preparation for and attendance at any legal proceedings; this includes report writing, meetings with any relevant professionals, transportation and wait time. I will require a \$1000.00 retainer fee prior to starting any services pertaining to court related tasks.

Play therapy includes an interactive complexity code with an additional charge for equipment and specialized training.

Appointment Cancellation fees

RCC requires 24 hour cancellation notice. However, we understand that life circumstances may not always offer this opportunity. Should cancellations consistently occur without 24 hour notice, you will be required to pay a \$50.00 late cancellation charge. If you do not provide communication regarding your cancellation, and do not show up for your scheduled appointment, you will be charged a no show fee which reflects the type of services you were scheduled for. This cannot be billed to insurance. If cancellations and/or no shows become detrimental to your therapy progress, I may close your file and/or refer you elsewhere for services.

Additional Service Charges

You will be charged for various services provided by myself or any other professional at or affiliated with RCC that are not part of face to face appointments. These charges may include administrative materials and time spent. Your therapist will make every effort to inform you of these additional charges before they incur. These services may include, but are not limited to:

- Letters, reports, medical records, form completion for other entities.
- Telephone calls or meetings with clients, parents/caregivers, or other professionals lasting longer than 10-minutes.
- Court testimony and reports required for legal proceedings. This also includes any reviewing of videotapes.
- Transportation time to and from any meetings pertaining to your care.

Insurance Reimbursement

At this time, RCC offers billing to some insurance companies. Not all providers at RCC have the same insurance coverage. Under those circumstances, out of network reimbursement or fee for services may be an option, if you are not involved with a Minnesota Healthcare plan. We have limited access to what insurance providers will compensate for services. Therefore, we encourage you to be well informed about your insurance and what services/providers they will reimburse for. You are responsible for any fees not covered by your insurance plan.

Billing and Payments

If you are paying fee for services, you will be expected to pay for each session at the time it is held, prior to the session beginning, unless you have an agreed upon arrangement with the provider. RCC accepts cash, check or credit/debit cards. We typically require you complete a credit card authorization form at intake. This is an agreement between you and ReGroup Counseling and Consulting, allowing us to automatically pay your fees through a delegated account. In the event that a payment/check is returned a \$25.00 service charge will be added to your bill and your privilege to write checks will be denied. Under those circumstances, cash or credit payment options will be available to you. Payment schedules for other professional services will be agreed upon and put into writing when they are requested. In circumstances of unusual financial hardship, RCC may be willing to negotiate a payment installment plan. If your account has not been paid for more than 90 days and arrangement for payment has not been agreed upon, RCC automatically forwards the account to our collections agency. If such action is necessary, costs may be included in the claim. In most collection situations, the only information released regarding the client's treatment is his/her name, the nature of



the services provided, and the amount due. If there are any caregiver custody issues, one caregiver will be delegated as the responsible party for billing needs, unless otherwise agreed upon.

Sliding Fee Scale

This program is designed to provide discounted care to those who have no means, or limited means, to pay for their medical services (Uninsured or Underinsured). RCC bases program eligibility on a person's ability to pay using the Federal Poverty Guidelines to determine eligibility. Applications for our sliding fee scale program are available upon request in our office or on our website.

PROFESSIONAL RECORDS

The laws and standards require that RCC keep treatment records. You are entitled to receive a copy of your records, or I can prepare a summary for you instead. Because these are professional records, they can be misinterpreted by/and or upsetting to untrained readers. If you wish to see your records, I recommend that you review them in my presence so that we can discuss the contents. Your records may also be accessible to you via a secure electronic medical records system. Please know that we are allowed to omit portions of your records, should we deem them inappropriate/unsafe for sharing.

MINORS

Minors Consent for HealthCare Act offers that minors 16 years and older may initiate mental health services without caregiver consent under the following conditions: Professional deems services are "emergency treatment", they request "voluntary institutional treatment", or if minor is "living apart from parents, managing own financial affairs" (Minnesota Statutes: 144.344; 253B.03 & 253B.04; & 144.341. If you are under 18 years of age, please be aware that the law may provide your parents the right to examine your treatment records. I ask that caregivers and their children agree that I will only provide caregivers with general information about our work together; unless I feel there is a high risk that the minor will seriously harm themselves or someone else or that the minor is at risk for abuse or neglect. In this case, I will notify the caregiver or other appropriate parties of my concern. I may also provide them with information which can be useful to increase treatment progress at home. Before giving them any information, I will discuss the matter with the minor, if possible, and do my best to handle any objections that the minor may have about what I am prepared to discuss.

CONFIDENTIALITY & CUSTODY ISSUES

In general, federal and state law protects the privacy of most communications between a client and therapist. I can release information about our work to others only in certain instances and with your written permission. More detailed confidentiality notice and custody stipulations may be found in the client Bill of Rights or Privacy Practices documents provided prior to or at your intake session. In the area of parental custody or guardianship rights, it is important you know that RCC does not offer parenting assessments or services related to litigation. Each parent/legal caregiver is obligated to receive records, share information with whom they deem appropriate, and cancel or schedule

appointments as needed, based on legal documentation and verbal agreement. Please be advised that I have and will enforce the right to have each parent sign a Safe Harbor agreement for a minor child.

NON-DISCRIMINATION POLICY

RCC maintains a strict non-discrimination policy and prohibits our practitioners from discriminating in the provision of services to an individual because the individual is unable to pay, because of the funding source for the payment, or based on the individual's race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity.

BY SIGNING BELOW, I AGREE TO AND UNDERSTAND THE ABOVE STATEMENTS REGARDING PROFESSIONAL SERVICES AT REGROUP COUNSELING AND CONSULTING.

Client Name: _____ Date: _____

Name of Person Completing Form: _____ Relationship: _____

Signature: _____ Date: _____